

EXAMPLE INDIVIDUAL LOG SHEET

This form can be used or adapted to document individuals' volunteer hours, travel, and purchases. Information should be submitted monthly in this or some other appropriate format. Each person working on the project must provide his/her information separately. Use one form per person, and do not combine the hours of two or more people. For group travel, only the driver should report the mileage.

Project Name: _____

Name: _____

Dates: _____

Location: _____

Activity: _____

Expenses	Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Date									
Volunteer Hours									
Mileage (Auto)									
Lodging*									
Per diem									
Airfare									
Supplies									
Equipment Rental									
TOTAL EXPENSES									

*Receipts required for lodging, airfare, supplies, and equipment rental. Receipts not required for meals.

Volunteer's signature: _____ **Date:** _____

Project Manager's signature: _____ **Date:** _____